Student Event Planning Handbook

The Office of Special Events and the Office of the Dean of Students at SSA recommends the following policies and guidelines for student event planning. The handbook is a resource in navigating the event planning process at SSA and a guide to upholding the University’s standards and regulations. Students are encouraged to review the following information and comply with the policies (2019)
Welcome to event planning at The School of Social Service Administration (SSA). The Office of Special Events and the Office of the Dean of Students encourages student(s) to be creative and engage the SSA community with event programming that is congruent with the mission of the school (see page 5 of the Student Handbook).

The Office of the Dean of Students has a dedicated staff that can provide guidance with University policies and provide support. The Student Engagement Team provides support with:

- Student Organization Advising
- Programming
- Student Government Association
- Inclusion, Equity, and Diversity
- Cross Campus Collaborations

The Student Engagement Team consists of:

**PRIMARY CONTACT**

Nerissa Osby, Student Engagement Coordinator  
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Office Location: W020

**SECONDARY CONTACTS**

Kristen Salomon-Reid, Assistant Dean of Students  
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Sara Furr, Dean of Students  
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Let's get started!

**Step One:**

Determine the type of event you are planning.

**Level I Events**

Level I Events are defined as a meeting or gathering that requires a conference room or classroom for 25 people or less. Level I Events require no audio, visual, or catering support (self-serve catering).

**Level II Events**

Level II Events are defined as a meeting, workshop, presentation, panel discussion, or social gathering that require a classroom for a group of 60 people or less. Level II programs require AV assistance and/or catering support.

**Level III Events**

Level III Events are defined as symposiums, conferences, high-profile presentations, or large social gatherings that require the use of the Lobby, Library, and/or the use of multiple rooms. Level III Events require the support of SSA’s Logistics Team (Event Specialist, Director of Marketing and Communications, Assistant Director of Operations, Office Manager, Sr. Fiscal Assistant, AV Technician, and the Production Room/ Facilities Team) to execute.

**Level IV Events**

Level IV Events are defined as a social gathering or travel to an event that occurs outside of SSA’s buildings. Level IV Events require the support of the Student Engagement Team to execute.
Step Two:

Plan your event.

Event Description

- Write a brief description or outline of the event agenda.

Audience

- Identify the target audience: SSA students, graduate students, SSA Alumni, University community, or open to the general public.

Budget

- Draft an Event Budget and proposed funding options.
- If you plan on securing sponsors from multiple University departments, review the process of transferring funds into your account with the Student Engagement Coordinator

Student Funding Options:

- SSA Student Government Association Funding Request Form.
- UChicago Student Organization Funding Resource: http://sg.uchicago.edu/funding/

Catering

- Catering menu options: https://uchicago.cafebonappetit.com/catering and the CaterTraxGuide to how to place an online catering order.
- If you plan to serve alcohol, you can either hire a licensed bartender or complete the UCARE certification. The UCare certification has a two-year term for students. https://wellness.uchicago.edu/healthy-living/wellness-programming/alcohol-and-drug-abuse-prevention-programs/
- UChicago Catering drop-off service includes set-up. If you require a bartender or full-service support, you can hire a staff from UChicago catering. Contact the Student Engagement Coordinator for more information.
Custodial Services

- All events with catering occurring on a Friday, Saturday, or Sunday require custodial services; a fee of $31.15 per hour* (*subject to change) for the duration of the event.
- Level III Events occurring during Monday to Thursday will also require custodial services.

Marketing

- Internal: DOS Digest, flyers, eblast to students. Approved by the Student Engagement Coordinator
- External: If the event is open to the public or outside of SSA, all marketing materials must be submitted for approval by the Student Engagement Coordinator and SSA’s Director of Communications.
- Ten Easy Steps to Creating an SSA Student Event Flyer
- Posting Flyers: Flyers may be posted on bulletin boards and on the lobby rounds; plexi holder can be options in the DOS office. Do not tape flyers to walls, windows, post in restrooms, or scatter on tables.

Audio Visual

- All classrooms are equipped with a computer within the podium for PowerPoint Presentations. If your event occurs outside of normal business hours, support may be provided by UChicago Creative AV. Contact the Student Engagement Coordinator for more information.

Room Configurations

- All classrooms are configured to either the standard room configuration, see Room Capacity and Configuration Options, or to the needs of the class. Events that occur in between the class breaks will have limited room configuration options.
- Level III Events require will incur a room configuration staffing fee of $360.00 minimum and $450.00 maximum for student events. A stage may be rented for $275.00.

Timelines

- For Level I and Level II Events, a minimum of 10 business days-notice is required for approval.
- For Level III and Level IV Events, a minimum of 4 weeks-notice is required for approval.
Parking

- During the day, free street parking is limited. All University open lots are free after 4:30 p.m. during the weekday and all day on weekends.
- If your event occurs during the weekday and before 4:30pm, you may want to consider purchasing a parking passes for your speaker. The Student Engagement Coordinator can assist with this purchase.

Travel and Transportation

- If the event is offsite, transportation or hotel rooms may be required; the Student Engagement Coordinator can assist with arranging a shuttle bus and hotel accommodations.

Risk Management and Liability Insurance

- The University’s General Liability insurance does not insure student events unless specifically reviewed by the Office of Risk Management and determined that there is University staff oversight and sponsorship. If you partner with a student group outside of the University or a third party not-for-profit, the student organization is required to purchase liability insurance for the event. [https://rmia.uchicago.edu/page/general-liability-insurance](https://rmia.uchicago.edu/page/general-liability-insurance)

After-hour Events

- Defined as any event occurring outside of normal business hours, Monday to Friday from 8:00 a.m. - 5:00 p.m.
- All events occurring outside of normal business hours require a receptionist ($25 per hour).
- Level III Events require essential staffing and will incur a staffing fee of $250.00 minimum and $550.00 maximum for student events.
Step Three:

You are now ready to make your room reservation.

- Login into mySSA with your UChicago CNET ID and fill out a room reservation request Website: https://myssa.uchicago.edu/roomreservation
- When selecting a date, remember to check the room calendar for room availability.

Step Four:

Once the online application is submitted, the Student Engagement Coordinator will review the request.

- For Level I Events, you will receive an email confirmation.
- For Level II, III, and IV Events, you will receive an email requesting and in-person meeting with the Student Engagement Coordinator to review the event details; the meeting is essential to completing the application process. In this meeting, prepare to bring all the information described in Step Two and any updates and/or changes.
- For Level III Events, an additional meeting with the SSA Logistics Team is required. The Student Engagement Coordinator will arrange a date and time to meet as a group.
- For Level IV Events, an additional meeting with the Student Engagement Team is required.

Email Confirmation

- Once you receive your email confirmation, click on the highlighted link “We need more information”. Review the form and confirm that your request for support are both accurate and complete. If there are any discrepancies, contact the Student Engagement Coordinator.
Step Five:

Communication is the key to a successful event.

Provide weekly updates (via email) to the Student Engagement Coordinator regarding:

- The number of expected attendees (as increases or decreases and this may require a room change)
- Changes with logistical support (such as another panelist has been added and you need another chair or an additional microphone needed).
- Problems or concerns.

Step Six:

Event Wrap-Up

When the event concludes, remember to:

- Leave the room clean and orderly, i.e. trash and recycling in bins, table and chairs returned to original location.
- Power-down electronics (computer/projector) and turn off lights.
- If you received prior approval for reimbursement, submit a copy of all receipts to the Student Engagement Coordinator.
- Prepare a brief overview of the event successes and recommendations for future events to share with the next generation within the student organization.
- Send thank you notes to sponsors.